Routing Slip
FD-4 (Rev. 10-13-00)

Date _____

To:

☐ Director

FILE # _____

Att. _____

☐ SAC _____

Title _____

☐ ASAC _____

☐ Supv. _____

☐ Agent _____

☐ SE _____

☐ CC _____

☐ Steno _____

☐ Clerk _____

ACTION DESIRED

☐ Acknowledge	☐ Open Case
☐ Assign _____ Reassign _____	☐ Prepare lead cards
☐ Bring file	☐ Prepare tickler
☐ Call me	☐ Recharge serials
☐ Correct	☐ Return assignment card
☐ Deadline _____	☐ Return file
☐ Deadline passed	☐ Return serials
☐ Delinquent	☐ Search and return
☐ Discontinue	☐ See me
☐ Expedite	☐ Send Serials _____
☐ File	to _____
☐ For information	☐ Submit new charge-out
☐ Initial & return	☐ Submit report by _____
☐ Leads need attention	☐ Type

☐ Return with explanation or notation as to action taken.

Jim — For your discretion

S _____

___ See reverse side

Office _____